



State of Iowa

# Flexible Spending Accounts (FSA)

**Enrollment & Change Period  
October 26 through November 26, 2007**

**you must enroll  
each year if you wish  
to participate!**

## TWO BIG CHANGES...

**The annual maximum for health has increased** from \$2,500 to \$3,000. This means that employees may have up to \$3,000 in eligible health expenses reimbursed on a tax-free basis.

**The grace period for incurring dependent care claims has been extended.** Beginning plan year 2008, participants may incur dependent care claims through March 15, 2009 and be reimbursed with 2008 payroll deductions. This mirrors the health care FSA. Unless otherwise requested on a claim form, ASI will pay all claims incurred between 01/01/2009-03/15/2009 with remaining 2008 dollars first. All claims must be filed by April 15, 2009.

ENROLLMENT & CHANGE PERIOD 2007

### What are flexible spending accounts?

Flexible spending accounts (FSAs) allow you to pay eligible health and dependent care expenses with pretax dollars. This can save you money by reducing your taxable income and increasing your spendable income.

The amount you designate is deducted from your paycheck and placed into a trust fund. You pay your eligible expenses and are reimbursed from the trust fund.

*Example:* You have \$100 in eligible health or dependent care expenses. If you participate in the FSA, you need to earn \$100 of income to pay the expense. If you don't participate, you need to earn over \$140 to pay the same \$100 expense (assumes tax bracket of 15% for federal income, 6% for state income, and 7.65 for FICA).

Participating in the FSA program saves you money!

### How do I enroll online?

Only current participants may enroll online for 2008. You must enroll each year you wish to participate.

Go to [secure.asiflex.com](http://secure.asiflex.com) (employer code=iowa) between 10/26/07 & 11/26/07. Enter your Social Security number and click "Begin Enrollment". ASI is mailing step by step instructions with their enrollment forms to all current participants' homes.

A confirmation statement must be printed once the online enrollment process is complete. If there is a discrepancy in your election after the open enrollment period has closed, you must have a copy of your confirmation statement to appeal.

If you need to make a change after exiting the web site and before open enrollment closes, you simply enroll again using this procedure. The last on-line enrollment submitted as of 11/26/2007 is the one saved for your 2008 plan year participation.



**Flexible Spending  
Accounts  
Reduce Taxes &  
Save You Money**

**New enrollees  
(or current  
participants  
who do not  
wish to enroll  
online) for  
2008 must  
complete a  
paper  
enrollment  
form and  
submit it by  
November  
26th.**



### Questions?

Call ASI @ 800-659-3035 if you need assistance with enrollment or have questions.

### Paper Enrollment Deadline

If you enroll with a paper form, your form must be mailed (post-marked) or delivered to your personnel assistant by November 26, 2007.

Obtain an enrollment form from your personnel assistant or download the form from the DAS/HRE website at [http://das.hre.iowa.gov/fsa/forms\\_documents.html](http://das.hre.iowa.gov/fsa/forms_documents.html).

### Don't Forget!

*All online enrollments  
must be completed  
by 11:59 PM on  
November 26th, 2007*

